



## Personnel Requisition Form

Open positions are not automatically approved and must be reviewed before the position can be posted. This form will assist the hiring manager in explaining why it is necessary to fill the position. Please secure the hiring manager and department head signatures and forward the completed form to Human Resources for consideration at the next Personnel Meeting.

Date of Request: March 10th, 2014

Date New Hire Needed: ASAP

Job Title: Temp Support

Department: Building Inspection

Suggested Wage: QPS 2013 (\$16.50/hr)

Job Description Updated:  Yes  No

Number of hours to be worked per week: 20 / Part Time through Friday, October 3rd (Full-Time) or (Part-Time)

Is this position allocated in the current budget?  Yes  No

If "no", are there funds available to cover the position? Funds will be provided from 2014 permit revenues.

Is this a new position or replacement position?  New  Replacement

If "replacement", replacement for whom? Replaces temp that was authorized in 2013

Please provide a brief narrative as to why it is critical to fill this position.

In anticipation of high demand in Building Inspection due to the 2013 hail storm, this temporary position will provide support to the Secretary (Lisa Mueller), and to other department staff (see attached). Position engaged when demand created by 2014 construction season warrants.

### **Approvals:**

1) \_\_\_\_\_  
Hiring Manager

2) \_\_\_\_\_  
Department Head

Date  
3/4/2014  
Date

3) \_\_\_\_\_  
Human Resources Date Approved by Personnel

4) \_\_\_\_\_  
Human Resources Date Approved by Council

### **Decision:**

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Not Approved
- \_\_\_\_\_ On Hold

Personnel Requisition Form – Temp Support in Building Inspection

Duties of Temp Employee (20 hours/week through October 3, 2014)

1. Assist with counter traffic, when Building Inspection and Planning staff are busy assisting other customers.
2. Enter Certificates of Insurance, hail damage reimbursement check copies and support documentation into City housing loan data base and manual file system to allow real time access to information for City staff.
3. Receive, open, time stamp, sort and distribute incoming and interdepartmental mail to department staff.
4. Data input, and catch up on permits.
5. Run copies and file permits and plans in manual address files to allow real time access for inspectors, and City staff as well as the general public.
6. Answer a multi-line telephone system to assist Building Inspection and Planning Department customers with general inquiries to eliminate response delays.